



# Planning & Development Department

Public Information Office

611 Walker Street / 6th Floor Houston, TX 77002

**FAX (713) 837-7703**

**Email Suzy.Hartgrove@cityofhouston.net**

## Public Information Request Form

Date: \_\_\_\_\_

I \_\_\_\_\_, under the Public Information Act request

(Please Print Name Clearly)

the following documents:

---

---

---

---

---

---

---

---

### **REQUESTOR INFORMATION**

*Must be filled out completely*

**PLEASE PRINT**

Customer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** The Planning Department has 10 working days to respond to your request and will notify you in writing of the reasonable date and time when records will be available along with the estimated cost.